

Vehicle/Vessel Contract Application

Use this form to apply for access to vehicle/vessel records through the Internet Vehicle/Vessel Information Processing System (IVIPS) or to receive bulk/batch data. Send the completed form with a copy of your business license and other required documents by fax to: **(360) 570-7895** or email (print and scan or upgrade to [Adobe Reader XI](#) or above) to: vsdisclose@dol.wa.gov.

Please allow 14 business days to process and respond to your request. Questions or assistance: IVIPS: (360) 359-4001; Bulk/batch: (360) 902-0136.

We are committed to protecting personal information and there is no guarantee you will be approved. We release records only as allowed by state and federal laws, including the Driver Privacy Protection Act (DPPA). The DPPA also restricts redisclosure of personal information you receive.

Fees

IVIPS contract fees: There is a 4-cent fee per record search, and businesses must pay an additional \$2 for each record accessed. Government entities are exempt from the \$2 fee.

Bulk records contract fees: There is a 1-cent fee per unique VIN record. The contractor is also responsible to pay a onetime set-up fee and monthly maintenance fee. Setup and maintenance fees may vary for bulk records.

1 Method of access you are requesting <input checked="" type="checkbox"/> IVIPS (<i>Individual record inquiries</i>) Current IVIPS number, if applicable _____ <input type="checkbox"/> Bulk vehicle/vessel records (<i>Batch process</i>) Frequency (<i>check one</i>): <input type="checkbox"/> One time <input type="checkbox"/> Periodic <input type="checkbox"/> Regular			
<small>PRINT or TYPE Company/Agency name</small> <i>Brooks Investigations</i>			
<small>Contract contact/manager (IVIPS and Bulk records accounts)</small> <i>KARLA D. Brooks</i>		<small>Signing Authority name (Bulk records accounts only)</small>	
<small>(Area code) Phone number</small> <i>509-669-0096</i>	<small>Email (required for IVIPS and Bulk records)</small> <i>Karla@brooks-Investigations.com</i>	<small>(Area code) Phone number</small>	<small>Email (required for Bulk records)</small>
<small>Physical address of business (Number and street, City, State, ZIP code)</small> <i>117 S. Delaware Wenatchee, WA 98801</i>			
<small>Mailing address of business, if different (Address or PO Box, City, State, ZIP code)</small> <i>P.O. Box 3033 Wenatchee, WA 98807</i>			
<small>Provide one of these identifiers:</small>	<small>Taxpayer Identification Number (TIN)</small>	<small>Employer Identification Number (EIN)</small>	<small>WA Unified Business Identifier (UBI)</small> <i>603-475-447</i>
2 Provide a detailed explanation of your primary business activity (exactly what your business does). <i>Private Investigations & Process Service</i>			
3 Check all that apply to you and/or your business			
<input type="checkbox"/> Attorney <input type="checkbox"/> Auction <input type="checkbox"/> Auto manufacturer or agent <input type="checkbox"/> Bail bonds <input type="checkbox"/> Bank or financing firm <input type="checkbox"/> Business <input type="checkbox"/> Commercial parking company <input type="checkbox"/> Credit union <input type="checkbox"/> Data broker/Reseller <input type="checkbox"/> Debt recovery/Collection <input type="checkbox"/> Employer/Prospective employer <input type="checkbox"/> Government <input type="checkbox"/> Guardianship/Trustee service <input type="checkbox"/> Homeowner association <input type="checkbox"/> Hospital <input type="checkbox"/> Hulk hauler <input type="checkbox"/> Insurance company/agent		<input type="checkbox"/> Lien service <input type="checkbox"/> Marina <input type="checkbox"/> Neighborhood block watch <input type="checkbox"/> Newspaper or media <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Parking enforcement <input checked="" type="checkbox"/> Private investigator <input checked="" type="checkbox"/> Process server <input type="checkbox"/> Property mgmt. - Government <input type="checkbox"/> Property mgmt. - Private <input type="checkbox"/> Repossession service <input type="checkbox"/> Retail/Store <input type="checkbox"/> School - Private <input type="checkbox"/> School - Public <input type="checkbox"/> Scrap processor or wrecker <input type="checkbox"/> Security services - Government <input type="checkbox"/> Security services - Private	
		<input type="checkbox"/> Service bureau for another business <small>Provide business name:</small> <hr/> <input type="checkbox"/> Storage facility <input type="checkbox"/> Title/Escrow <input type="checkbox"/> Toll facility <input type="checkbox"/> Towing company <input type="checkbox"/> Transporter <input type="checkbox"/> Union (non-profit) <input type="checkbox"/> Vehicle/Vessel dealer <input type="checkbox"/> I represent a business that will provide information to another party <small>Provide business names:</small> <hr/> <input type="checkbox"/> Other (explain) <hr/>	

8 Check all that apply

I represent a government agency. Agency name: _____
Do you agree the information you receive will only be used in an official capacity and solely
for carrying out the functions of your agency?..... Yes No

I represent a Washington State business. Attach legible copies of:
• your current business license
• any/all professional licenses that you possess

I represent a business outside Washington State. If your business is not required to be licensed in the state of
Washington, attach a legible copy of either:
• your current business license
• a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must
include your Employer Identification Number (EIN) or Taxpayer Identification Number (TIN).

I am a process server. Attach legible copies of:
• your current business license
• any/all professional licenses that you possess
• registration for county jurisdictions

I represent a non-profit organization or corporation.
1. Attach a legible copy of one of the following:
• Your Articles of Incorporation, filed with the Secretary of State
• Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)
• Other documents reviewed and approved by the Department of Licensing Public Records Officer
2. Submit a letter with a signature of the business owner or authorized representative indicating you are their
agent.

I represent a data broker/reseller – attach a legible copy of your current business license.
IVIPS applicants must also include:
• subscriber roster (provided on page 4)
• subscriber agreements

I am an attorney.* Attach legible copies of:
• your current business license
• your current bar card

I am a private investigator.* Attach legible copies of:
• your current Private Investigator license
• your current business license

*Whenever an attorney or private investigator accesses a vehicle record in IVIPS, we will send a notification letter
to the vehicle owner. RCW 46.12.635

Knowingly making a false statement or concealing a material fact required in this request or making false
representation to obtain any personal information from an individual's motor vehicle record is subject to federal
criminal fines under the DPPA and RCW 46.12.640

By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that
the foregoing is true and correct.

3-28-2016 *Chelan County*
Date and place (county) signed

Owner & Private Investigator
Title
X *Kaela D. Brooks*
Signature

Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725
Washington State laws RCW 42.56, RCW 46.12, RCW 47, WAC 308-10, and WAC 308-93

4 Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

Locating Subjects for Service of process.
Locating missing or hidden Assets for litigation.
Insurance Claims Investigations

5 Rediscovery and/or selling of information

Will you sell or provide the information to anyone else? Sell Provide No

If no, skip to Section 6.

If yes, who will you provide or sell the information?

The release and rediscovery of personal information is restricted by state and federal laws. How do you ensure recipients are entitled to personal information under these laws?

How will you provide the information to recipients? Explain.

6 Owner contact

Will you contact the vehicle/vessel owner? Yes No

Unsolicited business contact for commercial purposes is strictly prohibited.

If yes, why will you contact the owner and how will you contact them?

7 Answer the following

- Do you agree not to sell or provide the information to any third party that has not been disclosed as part of this application? Yes No
- Do you agree not to use the information for any purpose other than reasons stated on this application? Yes No
- Do you agree not to use, or facilitate the use of, the information for the purpose of making unsolicited business contact, or promoting the sale of any goods or services? Yes No

STATE OF WASHINGTON

DEPARTMENT OF LICENSING – BUSINESS AND PROFESSIONS DIVISION

THIS CERTIFIES THAT THE PERSON NAMED HEREON IS AUTHORIZED, AS PROVIDED BY LAW, AS AN



UNARMED PRIVATE INVESTIGATOR PRINCIPAL

BROOKS INVESTIGATIONS LLC
KARLA D BROOKS
117 S DELAWARE
WENATCHEE WA 98801

Cert/Lic No.
4236

Issued Date
10/27/2015

Expiration Date
10/31/2016

Licensee Released -

Termination Date / /

Pat Kohler
Pat Kohler, Director

PL-630-159 (R/6/13)



City of Wenatchee
129 S. Chelan Ave., Wenatchee, WA 98801-2975
P.O. Box 519, Wenatchee, WA 98807-0519
(509) 888-6229

BUSINESS LICENSE

BROOKS INVESTIGATION LLC
117 S DELAWARE
WENATCHEE, WA 98801

Expiration Date:
10/31/2016

DATE ISSUED	LICENSE NUMBER
11/1/2015	150303
SIC CODE DESCRIPTION	SALES TAX CODE
SER SERVICES NEC	0405

THIS CERTIFIES that the business or individual listed below is hereby licensed
to do business within the CITY OF WENATCHEE.

BROOKS INVESTIGATION LLC
PO BOX 3033
WENATCHEE, WA 98807-3033

ISSUED MAIL ADDRESS ONLY

FINANCE DEPARTMENT

This license is to be displayed conspicuously at the location of business, and is not transferable or assignable.



STATE OF
WASHINGTON

BUSINESS LICENSE

Domestic Limited Liability Company

Unified Business ID #: 603 475 447
Business ID #: 1
Location: 1
Expires: 10-31-2016

BROOKS INVESTIGATIONS LLC
117 S DELAWARE AVE
WENATCHEE WA 98801 2608

TAX REGISTRATION
PRIVATE INVESTIGATIVE AGENCY

PRIVATE INVESTIGATIVE AGENCY PRINCIPAL:
BROOKS, KARLA D

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.


Vicki Smith
Director, Department of Revenue